



Internal Audit Division
Executive Department
City of Greensboro

December 14, 2012

TO: Lillian Plummer, Office of Workforce Development Director
FROM: Internal Audit Division
SUBJECT: WIA Program Review for FY 2011-2012
(No Response Required)

The Internal Audit Division has conducted a review of the Workforce Invest Act Program (WIA) administered by the Office of Workforce Development for fiscal year 2011-2012. The objectives of our review were to:

- Verify that the financial summary report is complete and accurate.
- Verify that expenditures were correctly documented and substantiated in agreement with program guidelines.
- Verify that the salary allocation is in accordance with program guidelines and that the process used to charge salaries is appropriate.
- Verify that participant files contained appropriate eligibility documents.

Funding for WIA comes from the United States Department of Labor through the North Carolina Department of Commerce. Total expenditures for fiscal year 2011-2012 year round funds were \$3,405,680. We selected the three largest programs for our review procedures, which were the 2011 Adult, 2011 Dislocated Worker and 2010 Youth Programs; these programs represented 58% of total expenditures for FY 2011-2012. This review did not include American Recovery and Reinvestment Act (ARRA) expenditures as they were reviewed separately in prior reviews.

Financial Summary Report

We received the monthly financial summary report from Steve Jones, Supervisor of WIA Administrative Services, and compared it to the Budget and Cost of Operation Statement for the 2011 Adult, 2011 Youth and 2010 DW Programs and noted the amounts appear complete and accurate.

Expenditures

We sampled expenditures from all expense accounts for a total of 11.85 percent of expenditures in the 2011 Adult, 2011 Dislocated Worker and 2010 Youth Programs. All expenditures appeared to have appropriate supporting documentation. All expenditures appeared to be spent in accordance with program guidelines, except for the minor exception noted below. All invoices matched charges to Lawson.

We did note a minor exception on the October 3, 2011 GTCC invoice. The education charges for Alexandria Ugalde, who appears on the Dislocated Worker Participant List, were charged to the Adult program. It appears these charges should have been charged to the Dislocated Worker program. The amount of this exception (\$1,155.47) represents only 0.49% of the items we reviewed.

Salary Allocation

We compared the Monthly Individual Staff Costs to the Salary Allocation, both provided by the Division, and the amounts were in agreement, with no material differences. We noted the percentages allocated appeared reasonable. We reviewed the salary allocation methodology and noted it appears appropriate.

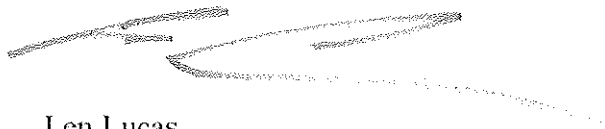
Participant Files

We obtained a list of participants for the Adult, Dislocated Worker and Youth programs. We selected a sample of 62 participants (5%) from the list for FY 2011-2012, which we examined to verify the eligibility documents. We noted all the sampled participant files contained the appropriate eligibility documents.

We would like to thank the staff of the Office of Workforce Development for their assistance and cooperation during this review. If there are any questions concerning the details of this review, please call us at 373-2230.



Garland Wells
Internal Auditor



Len Lucas
Internal Audit Director

cc: Mary Vigue, Assistant to the City Manager
Andy Scott, Assistant City Manager for Economic Development